



NOTRE DAME HIGH SCHOOL

FAITH • SCHOLARSHIP • COMMUNITY

Job Title: Part-Time High School Drama Teacher and Production Director

Location: Notre Dame High School— Riverside, California

Compensation: \$40.00/hr

Job Description: Notre Dame High School is seeking a Part-Time Drama Teacher & Production Director to teach one drama class and direct two annual theatrical productions. This role combines classroom instruction with production leadership and is ideal for someone passionate about theatre education in a Catholic school setting.

Qualifications

- Bachelor's degree in Theatre or a related performing arts field required (Master's preferred).
- Teaching credential preferred but not required.
- Previous high school theatre teaching or directing experience preferred.
- Strong communication, organizational, and interpersonal skills.
- Familiarity with Catholic values and support of the school's mission.
- Proficiency with educational technology (iOS, Google Suite, Canvas, RenWeb).
- Commitment to professional growth and collaboration.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

Teaching Responsibilities

- Teach one drama class to high school students, meeting three times per week
- Develop and maintain course Canvas, module development, lesson planning, and grading.
- Develop and deliver an engaging curriculum aligned with school goals and state standards.
- Create a supportive and inclusive classroom environment.
- Differentiate instruction to meet diverse learning needs.
- Assess student progress and provide timely feedback.
- Integrate Catholic values and teachings into classroom culture.
- Maintain accurate records and communicate with families and colleagues as needed.

Production Director Responsibilities

Theatre productions are staged twice per year (fall and spring).

Pre-Production and Scheduling

- Create and manage a clear, comprehensive rehearsal and performance schedule, including all practice dates, times, and key production milestones, and ensure it is communicated to students, families, and staff in advance.
- Select shows, apply for rights, order materials, and plan concepts and schedules.

Rehearsals & Direction

- Direct and teach acting, vocals, and choreography during rehearsals (2–3 days/week).
- Prepare choreography/blocking outside rehearsals and communicate regularly with students and parents.

Design & Production

- Oversee scenic design, costumes, props, projections, and technical preparation.

Performance & Wrap-Up

- Manage technical/dress rehearsals, performances, and strike/clean-up.
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Additional Expectations

- Collaborate with administration and communicate the needs of the Performing Arts Department.
 - Collaborate with the Electives and Visual and Performing Arts department as needed.
 - Model the school's values of faith, scholarship, leadership, and service.
 - Ensure all productions reflect the mission and Catholic identity of Notre Dame High School.
 - Adhere to the established rehearsal schedule and maintain clear, consistent communication with students, parents, and administration.
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Compensation & Schedule

- Part-time hours for one drama class, based on experience and education.
- Evening and weekend hours required during production periods.